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ABSTRACT

The purpose of this bibliographic instruction package is to help a non-library instructor prepare undergraduate students to find and use books, published information on the American political process and biographical and factual information about legislators. The package is divided into two episodes which can be presented in one class session. Episode I introduces students to the different forms of literature. Episode II teaches students how to use the card catalog to locate books, reports, and government documents, and how to utilize indexes and abstracts to find journal articles and current information. The package includes summaries and lists of objectives for each episode, a materials list showing all transparencies and handouts for the training session, and a suggested script for the conduct of the session. For the student, the package provides paper copies of transparencies used by the instructor, which cover information searching procedures, forms of literature, Library of Congress (LC) subject headings, catalog filing rules, and the "Public Affairs Information Service (PAIS) Bulletin." Also included are copies of transparencies showing a search log form and a checklist of questions for evaluating indexes and abstracts. An annotated bibliography of reference sources for research on the American political process and an assignment exercise conclude the instruction packet. (ESR)

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Teaching Packages

ED229022

Fundamentals of Research on THE AMERICAN POLITICAL PROCESS

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NATIONAL INSTITUTE OF EDUCATION
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- Teacher's Notes
- Transparencies
- Bibliography
- Exercises

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and PAULINE M. ROTHSTEIN

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Library Instruction Services

Series Editor: Thomas V. Atkins

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The American Political Process

Introduction

The purpose of this learning package is to help the instructor prepare students to complete his course assignment. The scope of activities for this learning package has been limited to searches for published information about the American political process and the legislators who participate in it. The learning package provides for a subject approach to research on the American political process. It also emphasizes the use of specific tools for finding biographical and factual information about legislators.

The learning package is divided into two episodes. Episode I, introduces students to the different forms of literature. Episode II teaches students how to find and use these sources. A summary and list of objectives is provided for each episode. A materials list includes all transparencies and hand-outs for the session. A script for the Conduct of the Session is provided. In this script parentheses ( ) are used to denote suggested instructor commentary to accompany the transparencies. You may choose to follow the script as it is or to improvise using the summary, list of objectives and transparencies. In either case, read the Conduct of the Session script first as a guide for your activities.

Episode I, Choice of Materials, is designed to be taught first. Episode II, Access to Materials, is divided into two main sections: using the card catalog to find books, reports, and government documents, and, using indexes and abstracts to find journal articles and current information. These sections are designed so that you can teach them in any order and emphasize skills in areas you consider especially important. Examples for materials in the learning package have been selected to appeal to a wide range of students and instructors. If you would like to emphasize research in a specific area of the American political process or the use of a specific index, the library instruction services faculty will provide transparencies and instructional guides for this purpose. Please allow two weeks for production of these materials. For requests or questions about this learning package, call a member of the library instruction services faculty at Extension 3259. Episode II concludes with a review of the forms of literature. This review emphasizes the evaluation of information sources for beginning a specific information search on the American political process.

The role of the instructor in the use of this learning package is crucial to its success. While a librarian can teach students how to use information sources for research, he can not generate the same enthusiasm for their use as can the political science instructor. The instructor has had extensive first hand experience using many of the sources cited. More importantly, he knows exactly what he wants his students to learn and the depth and breadth of research he expects.

This learning package can be presented in one class session. The goal of this session should be to make students aware of information sources for research on the American political process. Most students will need many hours of practice using these sources to develop effective information searching skills.

The American Political Process

Purpose: To learn to use published sources to find information about the American political process and the legislators who participate in it.

Structure:

EPISODE I: CHOICE OF MATERIALS. Discusses the different forms of literature which can be used for bibliographic searching. Presents examples of appropriate times to use each form. Emphasizes flexibility in search strategy.

EPISODE II: ACCESS TO MATERIALS. Discusses how to find books, reports, government documents, reference books, indexes, abstracts, and periodical articles. Emphasizes the importance of searching for appropriate information sources.

How to Find Books. Explains the use of the Library of Congress List of Subject Headings to select subject headings for use in the card catalog. Discusses the use of the card catalog to locate books on the American political process. Explains how this approach can be used in other libraries with different kinds of catalogs.

How to Find and Use Indexes and Abstracts. Discusses the function of indexes as location tools, sources used to find other sources. Describes the use of the Public Affairs Information Service Bulletin. Provides a checklist for evaluating indexes and abstracts. Upon request detailed instruction and transparencies can be provided for any index the instructor chooses.

Materials:

This learning package includes transparencies for use with the instructional script. Copies of these transparencies can be produced and collated for distribution to students in a student materials packet.

I. Transparencies

A. Transparency 1 - Information Searching Procedure
B. Transparency 2 - Forms of Literature
C. Transparency 3 - Search Log Form
D. Transparency 4 - Library of Congress (LC) List of Subject Headings
E. Transparency 5 - Library of Congress (LC) List of Subject Headings: (Related Subject Areas)
F. Transparency 6 - Catalog Filing Rules: Books about a Subject (General)
G. Transparency 7 - Catalog Filing Rules: Books about a Subject (Specific
H. Transparency 8 - Catalog Filing Rules: Books Related to a Subject

I. Transparency 9 - Public Affairs Information Service Bulletin
K. Transparency 10 - Checklist of Questions to Answer about Indexes and Abstracts

II Lists

A. Reference Sources for Research on the American political process
B. Baruch College Library: A Self-Guided Tour
C. Exercise for an assignment on the American political process

Summary

I. Summary of Episode I. Choice of Materials.

A. Objective. To introduce political science students to the different forms of printed source materials which can be used to find information for research on the American political process.

At the end of this episode students will be able to:

--Identify specific forms of source material.
--Describe reasons for a search strategy, an orderly procedure for collecting information
--Explain why specific forms of material may be best for specific search questions.

B. Episode Activities:

The instructor will review the student assignment. This assignment will provide the context for all activities. If student topics may be narrowed or broadened by this research activity, the instructor will discuss methods for defining a topic. Students will be given a copy of the Information Searching Procedure chart. They will use the chart to describe the function of different forms of source materials. They will also receive a list which defines Forms of Literature. They will use a Search Log Form and a List of Reference Sources for Research on the American Political Process to discuss methods they can use to find information for a specific assignment.

II. Summary of Episode II. Access to Materials.

A. Objective. To make students aware of the skills required to locate books, reference books, reports, government documents, and periodical articles to find information on the American political process.

At the end of this episode students will be able to:

--Use the Library of Congress List of Subject Headings to select subject headings for a topic.
--Use the card catalog at Baruch College Library to locate books on one aspect of the American political process.
--Ask questions to locate books in any library catalog.

--Describe the purpose of an index.
--Explain the use of the Public Affairs Information Service Bulletin
--Describe the purpose of an abstract journal
--Use the List of Reference Sources for Research on the American Political Process to select one other useful index or abstract journal.
--Use the Checklist of Questions to Answer about Indexes and Abstracts to evaluate PAIS.

--Describe several forms of literature for research on the American political process.
--Suggest uses for specific reference books, indexes, abstracts, and periodicals.
--Explain how one other reference source could be used to begin the same information search.
--Evaluate published sources in terms of purpose of publication, the researcher's purpose and the quality of the source of material.

B. Episode Activities:

The instructor will explain the use of the Library of Congress List of Subject Headings to select subject headings for research on the American political process. Using transparencies he will explain the filing rules for locating books in the card catalog. It is not expected that students will remember all the cataloging rules. Rather, the purpose of this section is to give them the background to begin to use the card catalog and to ask reference questions.

For some students specialized indexes and abstracts are a more effective way to begin research than the card catalog. The instructor will explain the purpose of indexes. He will use a transparency to provide instruction in the use of one index, PAIS. The instructor will describe the purpose of abstracts. He may name at least one abstract from the Reference Sources for Research on the American Political Process list. He may also use a transparency with a Checklist of Questions to Answer about Indexes and Abstracts to explain the use of these access tools.

Students can find periodicals listed in indexes and abstracts in the Baruch College Library by using the Periodicals List and the Periodicals Catalog.

By the end of this session, the instructor will ask students to use the list of Reference Sources for Research on the American Political Process to select specific reference sources to begin their assignments. He will structure this discussion of reference sources to review the different forms of literature and the methods students can use to find them. The learning package includes suggested questions for this purpose. If time permits, the instructor may wish to discuss evaluation of source materials in terms of publisher's bias, researcher's needs and the quality of the information source.

Conduct of The Session

Episode I: Choice of Materials

1. Describe your student assignment. Using this assignment as the context for learning, explain that the purpose of this session is to make students aware of the many kinds of sources they can use to find information about the Americal political process. If it is appropriate, indicate that the topic may be narrowed or broadened depending on the information found in sources. Note that while specific examples of sources on lists to be distributed refer to materials in the Baruch College Library, they can be used as a reference point to locate the same or similar materials in other libraries.

2. Hand out collated packet of student materials.

3. Transparency 1 - Information Searching Procedure Chart. (Many kinds of sources can be consulted for information. This chart indicates the steps you can take before consulting sources. The chart describes two kinds of sources: access tools or secondary sources and primary sources.)

   a. (Looking at the chart who can explain what an access tool is?)

   b. (Would it be best to begin your search with an access tool or one of the sources on the right hand side of the chart? Why?) Establish that access tools are used to locate information. The other sources contain information.

4. Transparency 2 - Forms of Literature.
The Forms of Literature list describes the sources on the right hand side of the Information Search Procedures Chart. (Take a moment to read this list.)

   a. (What form of literature might you use to begin the information search for your assignment? Why?) Have students explain how they might use either access tools or other sources to find information about the American political process and/or specific legislators. Do not emphasize the card catalog at this point since it will be discussed later. If necessary explain when to use specific kinds of sources. The following list of suggestions for use of specific sources is included as a guide for the instructor.

--A dictionary for a definition of democracy.
--A directory for a biography of a congressperson.
--An encyclopedia for an article on the history of the Republican party.
--A handbook for a list of United States government agencies that deal with economic policy.
--An index to locate an article on the legislative history of a specific law.
--A handbook to explain how congress functions.
--A yearbook for the current salaries of mayors of different cities.

--A government document for the amount of Federal aid given to the states for education.
--A statistical source for the number of black, white, and hispanic persons in a specific congressional district.
--An abstract journal for summaries of articles on one legislator's position toward mass transit aid to cities.
--A bibliography for a list of sources and congresspersons' positions toward Federal regulation of nuclear power plants.
--An atlas for boundaries of a congressional district.

b. Explain that an information search may begin with either an access tool or another source. Emphasize that there is no right way to search for information. The important point is for students to know what they are looking for and to plan a search strategy to find appropriate information.

5. Return to Transparency 1 - Information Searching Procedure. Explain search procedure by following the left hand side of the chart:

a. (At what point in a search would you use access tools? Why?)

b. (When would you use other sources?) There are no right or wrong answers to these questions. For example, a student might use an index when he first consults sources. He might want to read more in an encyclopedia to redefine his problem.

6. Transparency 3 - Search Log Form. Explain the sections of the form.

a. Ask students to use this form to plan their search for information.

b. (Take a moment to plan your search. Who can explain the steps he might take to find information for this assignment?)

Episode II: Access to Materials

1. (You may want to begin your search for information with a book. To find books you can use the library's card catalog. How do you know under which subject heading you can find information on your topic? The Library of Congress Subject Headings List is used to determine the subject headings you can use to find books in the card catalog. The same subject headings are used in the Baruch College Library catalog and the catalogs of most other college and research libraries.)

2. Transparency 4 - Library of Congress (LC) List of Subject Headings

The instructor should point out:

a. A word or phrase in bold face is an acceptable subject heading.
b. sa = see also the following related, more specific headings.
c. X = heading not used.
d. XX = related but broader heading.
e. (The LC List of Subject Headings is arranged in alphabetical order. Look under the subject heading which seems logical to you and you should find references to the appropriate

Library of Congress (LC) heading to use in the card catalog.)

f. (United State - Politics and government is a major subject heading. This subject heading is subdivided by time periods.) The instructor should explain how one or more time periods are relevant to the students' current assignment. He should also explain that by looking under the limited time period heading students will find books for only that time period. When they look under the major heading, United States - Politics and government, the books they find may or may not include information about a specific time period. The instructor should encourage discussion of when to use the major heading and when to use the time period subdivision.

3. Transparency 5 - Library of Congress (LC) List of Subject Headings (Related Subject Areas)

(There are many possible areas for research on the American political process. The Library of Congress (LC) List of Subject Headings can be used to select and define a topic in this subject area. Political parties is one major LC subject heading related to the subject United States - Politics and government. Within the related subject area, Political parties, you can locate other subject areas of interest.) The instructor should point out the see also (sa) subject headings and the subdivision headings such as Political parties - Campaigns.

4. (To find books in most libraries we must use a catalog. The Baruch College Library has a card catalog. Other libraries may have different types of catalogs. The New York Public Library has a book catalog. We'll spend some time describing the arrangement of the Baruch College Library catalog since most of you will be using it.)

5. Catalog Filing Rules. (Every book in the Baruch College Library is listed in the card catalog under its author, its title, and its subject. All books by the same author are grouped together. They are arranged alphabetically by title.)

6. Catalog Filing Rules. Catalog cards about a subject are filed according to the following rules:

a. Transparency 6 - Catalog Filing Rules: Books about a Subject (General)
(Books about a subject are filed under the LC subject heading for that subject. They are grouped alphabetically by author within each subject heading. At the bottom of each catalog card "Tracings" list all the subject headings assigned to a specific book. Thus, this book can be found in the catalog by looking under United States - Politics and government, Administrative agencies -- United States, and Public administration -- United States.) The instructor may wish to explain further why students

would or would not want to look under additional subject tracings for listings of other books. Reasons for looking under additional subject headings might include finding more books, broadening a topic, narrowing a topic and developing a greater understanding of a subject area.

b. Transparency 7 - Catalog Filing Rules: Books about a Subject (Specific)
(From the LC Subject Headings List, you saw that all subject headings have more specific divisions or headings under which you can look to locate book titles. These headings may list books by form, such as United States - Politics and government - Dictionaries, or by further subdivisions such as United States - Politics and Government - 20th Century - Addresses, Essays, Lectures.) (If you know you want to find a United States political dictionary, look in the card catalog under the specific heading, United States - Politics and Government - Dictionaries. Under this heading you will find all the United States political dictionaries in the library listed in alphabetical order by author.) The instructor may wish to point out that all catalog cards have tracings which suggest further subject headings with increased specificity.

c. Transparency 8 - Catalog Filing Rules: Books Related to a Subject.

The instructor may wish to explain that while United States - Politics and government is the major subject heading for research on the American political process, many other subject headings can be used to find information about this subject area. Books in related subject areas will not all be listed under the subject heading United States - Politics and government since they have another major focus. The sample card on Transparency 8 is an example of a specific or narrow subject area of the American political process. This card has the subject heading, Political Parties - United States - Bibliography. Notice that it contains a tracing for United States - Politics and government and a tracing for Elections - United States - Bibliography. The instructor may wish to suggest other useful subject headings to his students.

7. (The card catalog is an index to all the books in the Baruch College Library. There are more specialized indexes for finding research sources about the American political process. These indexes consist of multiple book volumes. The materials they index may be found in many libraries. They will not all be in the Baruch College Library. They are especially useful for recent research. Indexes may index books, conference papers, research studies, reports, periodical articles, or government documents. The advantage of indexes is that they list in one place a wide variety of material on a subject. They are also more current than books since they may be published monthly, quarterly, semi-annually, or annually. It is important to check the date of an index. If you need information on a newly elected legislator you need the latest index volume.)

a. Transparency 9 - Public Affairs Information Service Bulletin (PAIS) (Looking at the list of Reference Sources for Research on the American Political Process, you will see a listing for PAIS. This index to twentieth century material in the social sciences contains many sources for research on the American political process. It is issued weekly, has cumulations throughout the year and provides an annual cumulation. Its index selections come from all forms of printed material including books, pamphlets, mimeographed material, reports, and government documents. It indexes English language publications. Its simple alphabetical arrangement and broad based coverage make it a good first source for locating material on the American political process.

b. This index is arranged alphabetically by subject. Within each subject heading, citations are arranged alphabetically by the first word in their title, the issuing organization, or, when the authors are outstanding, by the author's name. In the front of the index there is a list of all periodicals indexed and another list of all books analyzed.

c. The instructor should review the sample index page pointing out the author, title, pages, and other information for each citation indicated on Transparency 9. Since PAIS indexes many forms of printed material, the transparency highlights citations for three citation forms: a book, a government document, and a journal article. In addition to reviewing each citation, the instructor should point out the main subject heading, Government and politics, the see also references, and the subdivision heading, Dictionaries. He should explain that the periodical abbreviations are listed beside the full periodical titles in the front of the index. The instructor should note that all material indexed may not be in the Baruch College Library. Students should be instructed to use the periodicals catalog in the Baruch College Library to determine periodical availability and location. They should be encouraged to ask the reference librarian to help them locate materials that are not held by Baruch College Library. They may obtain these materials through inter-library loan or by a referral to another library in New York City.

8. Transparency 10 - Checklist of Questions to Answer about Indexes and Abstracts

a. (You can use PAIS to find research sources on the American political process. You may also want to use other indexes and abstracts on the List of Reference Sources for Research on the American Political Process. Each index is unique. It is difficult to describe one method for searching all indexes and abstract journals. It is helpful, however, to examine each index or abstract journal you decide to use before you attempt its use. This is a checklist of questions you should ask about each index or abstract journal you use. Not all questions apply to all sources.)

b. (Let's apply some of these questions to PAIS.) The instructor may wish to refer to Transparency 9 to answer these questions. If time is short, the instructor should choose several questions from the list for illustrative purposes.

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9. (At the beginning of this session we talked about the many different forms of literature. The list of Reference Sources for Research on the American Political Process includes specific examples of many forms of literature. Take a moment to look through it.)

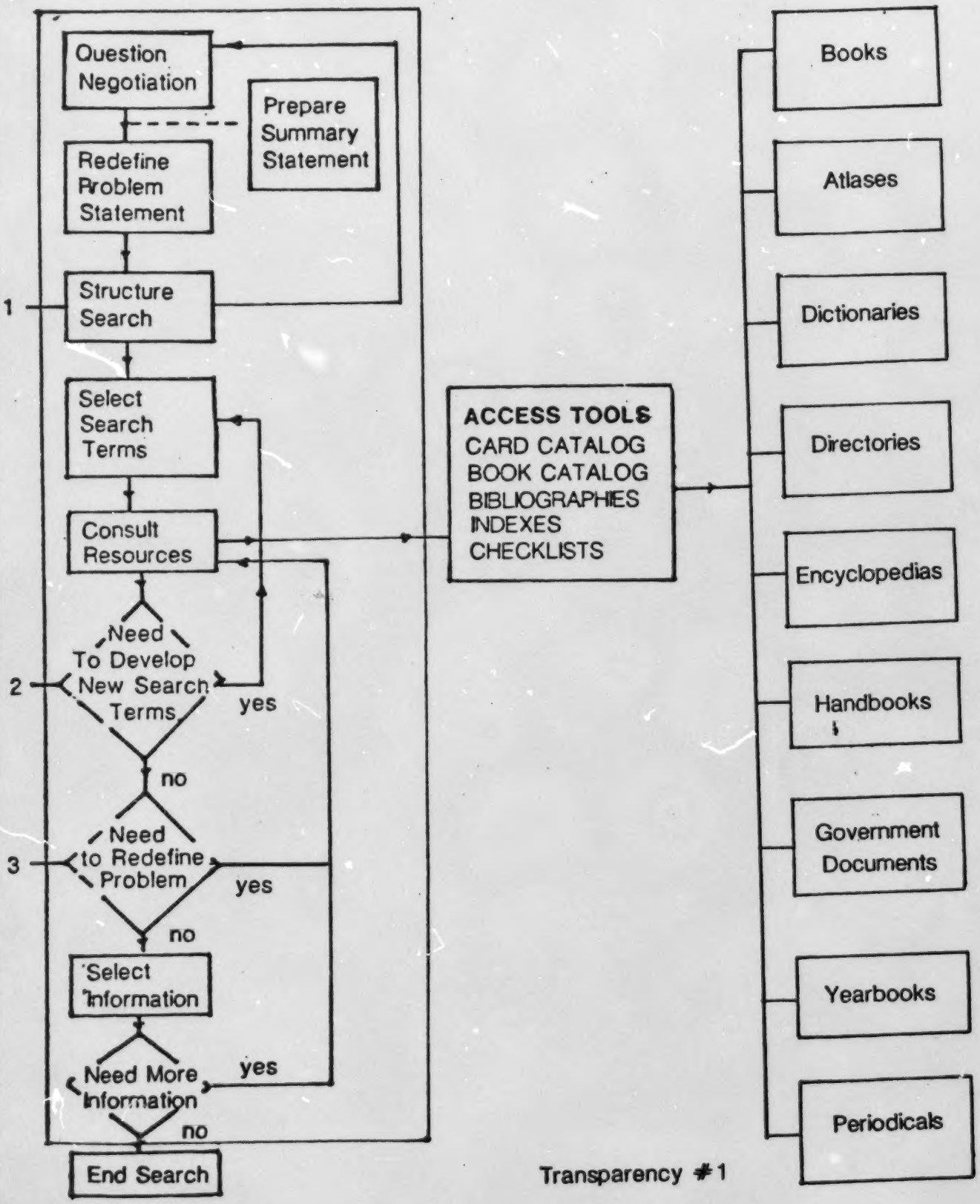
   a. (Who can describe one reference book which might be useful for his assignment?) Try to elicit enough student answers to describe and discuss a number of specific reference works. Describe specific reference sources which have been especially useful to you in writing your dissertation, preparing a lecture or researching a paper.

   b. The following questions may be used to encourage student discussion of reference sources. (Who can choose one reference book to begin an information search? Is there another book you might use to find the same or similar information?) Try to encourage students to use different approaches to finding information. Emphasize the variety of reference materials available.

10. Location of reference materials in the Baruch College Library. The packet of student materials includes the publication Baruch College Library: A Self-Guided Tour. Tell students about this tour. Encourage them to ask the reference librarians for help in finding information sources.

12. An Exercise for Research on the American political process is provided as an optional student assignment. However, the best evidence that students have learned to use research sources is the quality of the research they do for their class assignment. Students should be encouraged to use the Search Log Form, Transparency 3, and to submit it with their class assignment.

Information Searching Procedure



Transparency #1

Forms of Literature

Books

The most familiar form of literature is the book. A single volume or book is known as a monograph.

Reference Books

Some books are considered reference books because they are designed by their arrangement and treatment to be consulted for specific information rather than to be read consecutively.

Directories

Provide an alphabetical or classified list (as of names and addresses). They may contain biographical and/or organizational listings.

Encyclopedias, Handbooks, Dictionaries, and Yearbooks are reference books. They are usually consulted for concise, factual information. They are a good place to begin an information search. Encyclopedias and Handbooks often include bibliographies. Yearbooks are published annually as reports of statistics or facts.

Bibliographies are lists of publications (books, articles, reports, documents, dissertations) selected and organized around a subject area or theme. These lists may be limited by the specificity of the subject scope, the dates or the type of material covered.

Dissertations or Theses are research papers written in partial fulfillment of an advanced degree. These academic papers compiled by one researcher are often valuable for research in the same subject field.

Periodicals include magazines and journals such as the Journal of Politics. A periodical is a publication issued at regular time intervals and intended to be continued indefinitely.

Indexes provide, in one place, references to works in specific subject areas or works by specific authors. Indexes are often in multiple volumes and cover long periods of time. They are used to locate bibliographic information about journal articles, books, essays and dissertations. All indexes are not the same in structure. Indexes may provide for subject, author, title, time period or other types of access. Instructions on how to use an index usually appear in the first pages of the index.

Abstracts may be included as part of indexes or they may be separate publications. They provide summaries of articles, reports, books, and other forms of published material.

Government Documents include any publications originating in or printed with the authority and expense of any office of a legally organized government. State, Federal and foreign governments as well as the United Nations publish material on many subjects. Some government documents are periodicals. Others are books or pamphlet.

Atlases include any volumes of tables, charts or plates that systematically illustrate a subject: political parties. Bound collections of maps are also atlases.

Search Log Form

1. Write a one sentence topic statement _____

   _____

2. List sources for background reading.

   _____

   _____

   _____

3. Use the card catalog. Find books.

   _____

   _____

   _____

4. Use indexes. Find Articles

   Indexes: _____

   _____

   Articles: _____

   _____

Note: You may do three or four first.

Library of Congress (LC) List of Subject Headings

United States

-Politics and Government

Here are entered works on the political history, conditions or institutions of the United States. Works on the discipline of political science in the United States are entered under Political science-United States

sa Presidents-United States-Transition periods

x United States-Government

United States-History, Political

--Colonial period ca. 1600-1775

--Revolution, 1775-1783

--1783-1789

--Constitutional period, 1789-1809

--1789-1815

--1797-1801

↓

--Civil War, 1861-1869

--1865-1869

--1865-1883

↓

--20th century

--1901-1909

--1909-1913

↓

--1969-1974

--1974-1977

--1977-

sa - see the following related, more specific headings

x - heading not used

Library of Congress (LC) List of Subject Headings

(Related Subject Areas)

Political parties (Indirect)
sa Coalition governments
Communist parties
Political clubs
Political conventions
Politics, Practical
Socialist parties
names of parties, e.g. Democratic Party:
and subdivision Politics and
government under names of countries
cities, etc., e.g. United States-Politics
and government
x Parties, Political
Political platforms
xx Political conventions
Political science
-Finance
See Campaign funds
-History
-Membership
See Party affiliation
Political patronage
See Patronage, Political

sa - see the following related more specific headings
x - heading not used
xx - related but broader heading

Catalog Filing Rules:

Books about a Subject

(General)

UNITED STATES--POLITICS AND GOVERNMENT.

Ref
JK
421
R63

Rouse, John Edward, 1942-
Public administration in American society: a guide to information sources / John E. Rouse, Jr. -- Detroit, Mich. : Gale Research Co., c1980

1. United States--Politics and government. 2. Administrative agencies --United States. 3. Public administration --United States. I. Title II. Series

tracings

Catalog Filing Rules:

Books about a Subject

(Specific)

UNITED STATES--POLITICS AND GOVERNMENT--DICTIONARIES.

Ref
JK
9
P55
1979

Plano, Jack C.
. The American political dictionary / Jack C. Piano, Milton Greenberg. 5th ed. New York : Holt, Rhinehart and Winston, c1979.

tracings

1. United States-- Politics and Government--Dictionaries. I. Greenberg, Milton, joint author. II. Title

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UNITED STATES--POLITICS AND GOVERNMENT--20TH CENTURY--ADDRESSES, ESSAYS, LECTURES.

Ref
E
743
C235

Campaign speeches of American Presidential candidates. 1928-1972 / selected and introduced by Aaron Singer. New York : Ungar c1976.

tracings

1. Campaign speeches--United States.
2. United States--Politics and government --20th century-- Addresses, essays, lectures.
I. Singer, Aaron.

Catalog Filing Rules:

Books Related to a Subject

POLITICAL PARTIES--UNITED STATES--
BIBLIOGRAPHY.

Ref
Z
1236
M39

Maurer, David J.
U.S. politics and elections : a guide to information sources / David J. Maurer.
Detroit : Gale Research Co., c1978

I. United States--Politics and government --Bibliography. 2. Elections--United States --Bibliography. 3. Political parties--United States--Bibliography. I. Title II.Series

tracings

PAIS

(Public Affairs Information Service Bulletin)

United States – Government and politics

Government and politics

See also
Communist party (United States)
Democratic party (United States)
Directories - United States - Government and politics
Republican party (United States)

Am. enterprise inst. for public policy research. The candidates 1980: where they stand. '80 72 p. $4.20 Am enterprise inst
Views of 10 presidential candidates on a variety of political and economic issues

author — book title

Sherrill, Robert. Why they call it politics: a guide to America's government. 3d ed. '79 xvi+382 p. il index — number of pages
pa $7.95 Harcourt — publisher
price

United States advisory comm. on intergovernmental relations. Citizen participation in the American federal system ('80) v+357 p. tables (Stock no. 052-004-00022-1) pa $7.50-Supt docs — Government document (Superintendent of Documents)

article title

Who runs America: 7th annual survey (results of a survey of over 1500 prominent Americans on national leadership in government and other fields and problems) il tables charts US News — journal title
volume number — 88: 34-44 Ap 14 '80 — date

pages

Dictionaries

Plano, Jack C and Milton Greenberg. The American political dictionary. 5th ed. '79 vii 488p index $15.95 Holt, Rhinehart

Checklist of Questions to Answer about Indexes and Abstracts

1. What specific subject areas are covered?

2. Does the index or abstract include instructions for using it? If so, where?

3. Is there a list of the specific primary sources indexed or abstracted? If so, where?

4. Is there a list of abbreviations used? Where?

5. Is there a list or thesaurus of the specific terms (subject headings or key words) used by the index or abstract? Where?

6. How often is the index or abstract issued?

7. Are there cumulations? How often?

8. If an index, how are the citations entered? By author? Title? Subject? Other?

9. If an abstracting journal, how are the abstracts arranged? In a classified order? Alphabetical order? By accession number? Other?

10. If an abstracting journal, what type of indexes are included, if any? Author? Title? Subject? Geographic? Corporate? Other?

11. What types of material are indexed or abstracted? Journals, books, government publications, proceedings, other?

12. What is the language of the material covered? English only? Foreign languages?

13. Is the material covered technical and research oriented or popular? Or both?

14. Are there any other special or unique features?

Reference Sources for Research on the American Political Process

The following list includes basic works on the American politcal process. You can use many of these sources to find biographical and factual information about legal representatives at the Federal, state and local level.

ATLASES

G1201 .F7 A5 1979 — Andriot, John L. Township Atlas of the United States. McLean, VA: Androit Associates, 1979.

G1201 .F7 P3 1978 — Parsons, Stanley B. et al. United States Congressional Districts, 1788-1841. Westport, CT: Greenwood Press, 1973.

G1201 .F7 U45 — U.S. Bureau of the Census. Congressional District Atlas. 86th Congress - , 1960 - . Washington: Government Printing Office.

BIBLIOGRAPHIES

JK2261 .S73 — The Americal Political Process. ed. by Dwight L. Smith & Lloyd W. Garrison. Santa Barbara, CA: ABC Clio, 1972.

Z1236 .M39 — Maurer, David J. U.S. Politics and Elections. Detroit: Gale Research Co., 1978.

JK421 .R63 — Rouse, John E. Jr. Public Administration in American Society. Detroit: Gale Research Co., 1980.

DICTIONARIES

JK274 .B623 — Blevins, Leon W. The Young Voter's Manual: A Topical Dictionary of American Government and Politics. Totowa, N.J.: Littlefield, Adams and Co., 1974.

JK9 .P55 1979 — Plano, Jack C. and Greenberg, Milton. The American Political Dictionary. Fifth edition. New York: Holt, Rinehart and Winston, 1979.

JK9 .S65 — Sperber, Hans and Trittschuh, Travis. American Political Terms: An Historical Dictionary. Detroit: Wayne State University Press, 1962.

DIRECTORIES (biographical and organizational)

JK271 .B343 — Barone, Michael. et al. The Almanac of American Politics: The Senators, the Representatives, the Governors, Their Records, States and Districts. New York: E.P. Dutton. biennial.

JK1012 .C65 — Congressional Staff Directory. 1959 - . Mount Vernon, New York: Congressional Staff Directory, Ltd. Annual.

JK2403 .S74 — The Council of State Governments. State Elected Officials and Legislatures 1981 - 1982. Lexington, KY: The Council of State Governments, 1981. Annual.

CT100 .C8 — Current Biography. v. 1 - 1940 - . New York: Wilson, 1940 - . Monthly.

JK468 .C7 E52 — Encyclopedia of Governmental Advisory Organizations. First edition. Detroit: Gale Research Co., 1973 - 75.

For each organization in the fields of business, defense, education, environment, health, history, government, engineering, and transportation, this directory gives the history and authority, programs, membership, and staff and meetings.

JK1012 .C65 (at ref. desk) — League of Women Voters. They Represent You in Washington, in Albany, in New York City. New York: The League of Women Voters. Annual.

Includes maps and listings of elected officials in the five boroughs of New York City, party affiliation, directory of elected officials, registration and voting information, borough boards of election.

JK2443 .N37 1978/79 — The National Directory of State Agencies. Washington: Information Resources Press, 1978.

Gives the address, phone number and head of all agencies for each state.

JK1924 .N38 — National Roster of Black Elected Officials. 1970 - Washington: Joint Center for Political Studies. Annual

JK1010 .P64 — Politics in America. ed. by Alan Ehrenhalt. Washington: Congressional Quarterly Inc. 1981.

Purpose is "to assess members of Congress in a way that official biographies and interest group ratings never do." It deals with "what each individual member has tried to accomplish in his career, the approach he uses, the allies he has on the inside, and the interets he works with on the outside." Includes committee assignments, election results, campaign finances, voting studies, key votes, and interest group ratings for each member of Congress.

JK1011
.A5

U.S. Congress. Official Congressional Directory for Use of the U.S. Congress. 1809 - Washington: U.S. Government Printing Office, 1809 - . Biennial with supplement in even numbered years.

Includes biographies of members of Congress, committee memberships, days of meetings, committee assignments, statistical information, make-up of executive departments, independent agencies, the judiciary, and maps of congressional districts.

E176
.W642

Who's Who in America, a biographical dictionary of notable men and women. Chicago: Marquis. Biennial.

E176
.W642

Who's Who in American Politics. New York: Bowker: Biennial.

E176
.W643

Who's Who in the East. Chicago: Marquis. Biennial.

ENCYCLOPEDIAS

AE5
.E333
1981

Encyclopedia Americana. Danbury, CT: Grolier Incorporated, 1981. 30 v.

AE5
.E363
1980

Encyclopedia Britannica. 15th Edition. Chicago: Encyclopedia Britannica, Inc., 1980. 30 v.

Circulation
JA71
.H3

Greenstein, Fred I. and Polsby, Nelson W. Handbook of Political Science. Reading, MA: Addison-Wesley Publishing Company, 1975. 8 v. with Index.

Includes: vol. 1 Political Science
2 Micropolitical Theory
3 Macropolitical Theory
4 Nongovernmental Politics
5 Governmental Institutions and Processes
6 Policies and Policymaking
7 Strategies of Inquiry
8 International Politics

H40
.A2
I5

International Encyclopedia of the Social Sciences. David L. Sills, ed. New York: Macmillan and the Free Press, 1968. 18 v.

Note that volume 18 is a biographical supplement. Of particular interest should be the entries: administration; city; communication, political; constitutional law; delegation of powers; democracy; elections; federalism; government; interest groups; judiciary; legislation; local government; local politics; parties, political; pluralism; political participation; political process; political science; public administration; and representation. All entries have an extensive list of references.

HANDBOOKS

JS1222
1980c
(at desk)

The City of New York Official Directory. 1980. New York: New York City Office of the City Record, 1980.

JK1021
.C56
1976a

Congressional Quarterly, Inc. Congressional Quarterly's Guide to Congress. Second edition. Washington: CQ, Inc. 1976.

JK3430
.A25
(at desk)

Manual for the Use of the Legislature of the State of New York. New York: N.Y. State Department of State. Biennial.

JK3431
.N48
(at desk)

The New York Red Book. Albany, N.Y.: Williams Press. Biennial.

"Its objective (is) the informal presentation of pertinent facts concerning New York State, its political subdivisions and the officials who administer its affairs."

JK421
.A3
(at desk)

United States Government Manual. Washington: General Services Administration. Annual.

The U.S. Government Manual is the official handbook of the federal government. It "provides comprehensive information on the agencies of the legislative judicial, and executive branches."

INDEXES AND ABSTRACTS

Table
3D

America: History and Life; a guide to periodical literature. Santa Barbara, CA: ABC Clio, 1964 + Quarterly.

Index
Stacks

The Bibliographic Index: A Cumulative Bibliography of Bibliographies. New York: Wilson, 1937+ Three times a year.

Index
Stacks

Biography Index. New York: Wilson, 1946 + Quarterly

An index to biographical material appearing in periodicals, current books, and incidental biographical material in otherwise non-biographical books. Arranged by names of biographies, followed by a list classified by profession or occupation.

Z7163
.C65

Combined Retrospective Index to Journals in Political Science. 1886 - 1974. 8 v. Washington: Carrollton Press, Inc., 1977 - 78

Table
2E

Congressional Information Service, Inc. CIS Index. 1970 + Washington: CIS, Inc. 1971 + Issued monthly with quarterly and annual cumulations.

Indexes and abstracts Congressional hearings, committee prints, House and Senate reports and documents, and miscellaneous publications. Also provides descriptions and legislative histories of public laws. Detailed index by subject, names, bills, reports, and document numbers.

Table 1B — Index to U.S. Government Periodicals. Chicago: Infordata International, Inc. 1974 + Quarterly with annual cumulations.

Table 2E — International Bibliography of the Social Sciences: Political Science. New York: Tavistock 1953 + Annual.

A classified listing of books, pamphlets, periodical articles, in various languages, with an author and subject index.

Table 1B — Monthly Catalog of United States Government Publications. Washington: U.S. Government Printing Office, 1895 + Monthly with semiannual and annual cumulative indexes.

The most comprehensive listing of U.S. Government publications.

Table 1A — The New York Times Index. 1851 + New York: The New York Times Company.

Table 2E — PAIS. (Public Affairs Information Service). New York: PAIS, 1915 + Weekly, with quarterly and annual cumulations.

A Subject index to selected materials in English covering political science, public administration, government, and legislation. PAIS indexes books, chapters of books, directories, government publications, (U.S., state, local, foreign and international), pamphlets, reports of public and private agencies, and journal articles.

Table 2E — Sage Public Administration Abstracts. Beverly Hills, CA: Sage Publications, Inc. 1974 + Quarterly.

Table 4B — Social Sciences Index. New York: Wilson, 1974 + Quarterly with annual cumulations.

Index Stacks — Universal Reference System. Political Science, Government and Public Policy Series. Princeton, New Jersey: Princeton Research (1965 - 1969). 10 v. Annual supplements 1967 +

"An annotated and intensively indexed compilation of significant books, pamphlets, and articles, selected and processed by the Universal Reference System (a computerized information retrieval system in the social and behavioral sciences).

STATISTICAL SOURCES

HA205 .B87 — U.S. Bureau of the Census. Congressional District Data Book. 1961/62 - . Washington: Government Printing Office.

For congressional districts gives data on population, housing, vital statistics, race, education, income, employment, industry, and occupation.

HA202 .A36 — _____. County City Data Book. 1949 - . Washington: Government Printing Office. Every five years.

HA202 .A87 1975 _____. Historical Statistics of the United States, Colonial Times to 1970. 2 v. Washington: Government Printing Office, 1975.

HA202 .S84 1979 _____. State and Metropolitan Area Data Book. 1979. Washington: Government Printing Office, 1980.

HA202 .A4 _____. Statistical Abstract of the United States. 1878 - . Washington: Government Printing Office. Annual.

YEARBOOKS

JK2403 .B6 The Book of the States. v. 1 - ; 1935 - Lexington, KY: The Council of State Governments. 1935 - . Biennial.

Provides information on "the structures, working methods, financing, and functional activities of state governments."

JS344 .C5 A24 The Municipal Year Book: The authoritative source book of urban data and developments. 1934 - . Washington: International City Managers Association, 1934 - . Annual.

Deals with issues of local government management. Includes articles and statistical information. The 1981 issue contains: municipal profiles; trends: legislative, administrative, judicial; salaries; management and services; directories; and references.

JOURNALS

This is a list of core journals in political science. To identify other useful journals use the indexes on this reference list. Use the Periodicals Catalog and the Periodicals list in the Baruch College Library to locate specific journal issues.

American Journal of Political Science
American Political Science Review
American Politics Quarterly
Annals of the American Academy of Political and Social Science
Congressional Quarterly Weekly Report
Congressional Digest
Journal of Politics
Politics and Society
Public Administration Review

EXERCISE NAME _____

The American Political Process

1. Write your research topic statement here. Use one sentence.

_____

2. Locate background reading for your topic. Use Reference Sources for Research on the American Political Process

   Bibliographic citation(s) for background reading: _____

_____

_____

3. Use the Library of Congress List of Subject Headings to select at least two subject terms for your information search.

1. _____ 2. _____

4. Use the card catalog on the 7th floor of Baruch College Library to locate books. List the call numbers and full bibliographic citations for two books you locate.

	Book 1	Book 2
Call number:		
Author(s):		
Title:		
Publisher:		
Date:		

5. Find biographical and factual information about one legislator.

   Name: _____

   Birthplace: _____

   Legislative office held: _____

   Major area of interest: _____

   Which source(s) did you use to find this information?

_____

   Bibliographic citation(s): _____

6. Use one index to find at least two periodical articles on your topic.

   Periodical Index: _____

	Article 1	Article 2
Article author:		
Article title:		
Journal name:		
Journal date:		
Page numbers:		

7. Go back to question number 1. Do you want to change your topic statement? Why? Why not? _____